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## INFORMATION BULLETIN

An official publication. Contains items of both official and unofficial nature. Official items have the full force and effect of orders and Commanders will comply therewith upon receipt.

VOLUME 21, NUMBER 7  
(Effective until 16 April 1980, unless sooner rescinded or superseded)

16 April 1979

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## PART 1 -- GENERAL

101. MOBILIZATION. NGB message dated 2 April 1979 requires mobilization plans to bear the protective markings "FOR OFFICIAL USE ONLY". This reference is para 9E(1), AR 135-1. Previously para 2-4(5) NGR 135-300 stated mobilization plans required no protective markings. NGR 135-300 has been rescinded by NGB Publication Bulletin #78-12 dated 16 June 1978.

102. ENERGY CONSERVATION NOW. a. With warmer weather ahead, NOW is the time to review the following energy conservation measures:

(1) Avoid air conditioning when natural ventilation will suffice, except where there is a need to provide a controlled environment for special purposes such as ADP, etc. Generally, thermostat settings will not be lower than 80-82 degrees for cooling purposes.

(2) Install automatic door closers in air conditioned administrative areas. Air conditioning equipment should not be operated with windows or doors open.

(3) Consolidate activities to reduce air conditioning requirements.

(4) Cover thermostats to prevent tampering.

(5) Assure that air conditioner filters are cleaned/changed as needed.

(6) Close draperies and shades on sunny windows.

(7) Turn off furnace pilot lights during warm weather.

(8) Turn off electric lights when possible.

(9) Encourage employees to dress in light and cool clothing.

(10) Consider turning off air conditioning one half hour prior to close of business in administrative offices.

b. Each state should consider the above during the continuous reexamination of its energy conservation program.

## PART 2 -- PERSONNEL

201. REQUEST FOR NOMINATION OF ARNGUS NCO FOR ADT TOUR. a. A requisition exists for qualified NCO for assignment as in service recruiter, Ft Stewart, GA.

b. The NCO selected will be ordered to ADT under the provisions of Sec 672(d), Title 10, USC. The normal tour of duty is 2 years unless sooner rsg.

c. Nominees should be advised that their nomination does not constitute final selection and plans for entry on ADT should not be made until final notification.

d. Brief job description:

(1) Interview individual nearing release date for AD about benefits afforded by membership in the ARNG or USAR.

(2) Refer or transfer members to ARNG or USAR units or the IRR.

(3) Advise post and separation point commander on matters pertaining to ARNG.

(4) Conduct briefings for separatees on benefits of membership in Rc.

(5) Prepare and distribute statement of acceptance for individual with verified ARNG or USAR TPU vacancy.

e. It is requested that the most qualified NCO who meets the pre-requisites and who will be available for duty on or about 1 Aug 79, be nominated to the Chief, NGB, NLT 1 Jul 79.

f. Prerequisites are:

(1) SFC

(2) MRD no earlier than 1 Oct 81.

(3) Active ARNG NCO not on AD (other than statutory/ADT tour) at time of application.

(4) Must possess a comprehensive knowledge of ARNG organization.

(5) MOS 00E qualified. If not qualified, individual will attend school enroute to duty station.

(6) Request for waivers must be justified.

(7) Type A medical exam must have been completed within one year prior to start of tour.

(8) Secret or higher security clearance (mandatory).

g. Each nomination must be accompanied by:

(1) Completed NGB Form 34. Amend item 8 to read mandatory removal date.

(2) Copy of updated DA Form 2-1.

(3) Copy of SF 88 and 93.

(4) Recent full length photo of nominee in Class A uniform at least 3 by 5 inches.

(5) Copies of EER/SEER for past 5 years.

(6) Certificate from state AG concerning following to be inclosed in nomination letter:

(a) Security clearance info in item 11, NGB Form 34.

(b) Mandatory removal date at item 8 of NGB Form 34.

(c) Approximate creditable service toward 20 years (AD) ret.

h. Request this announcement be given widest possible dissemination.

202. REQUEST FOR NOMINATION OF ARNGUS OFF/NCO FOR ADT TOUR. a. A requisition exists for qualified OFF/NCO for assignment as field services assistant, ARNG finance services branch, Ft Ben Harrison, IN.

b. The OFF/NCO selected will be ordered to ADT under the provisions of Sec 672(d), Title 10, USC. The normal tour of duty is 2 years unless sooner rsg.

c. Nominees should be advised that their nomination does not constitute final selection and plans for entry on ADT should not be made until final notification.

d. Brief job description:

(1) Assists in maint of ARNG pay systems.

(2) Primary duty in resolving field systems problems generated for written and oral inquiries.

(3) Coordinate with states and USAFAC personnel.

(4) Assists in briefings and other required instructions.

e. It is required that the most qualified OFF/NCO who meets the pre-requisites and who will be available for duty on or about 15 Jul 79, be nominated to the Chief, NGB, NLT 1 Jun 79.

f. Prerequisites are:

(1) E6 through Captain.

(2) MRD no earlier than 1 Sep 81.

(3) Active ARNG OFF not on AD (other than statutory/ADT tour) at time of application.



(4) Must possess a comprehensive knowledge of ARNG organization and operations.

(5) Three years experience in ARNG military pay systems with heavy experience in unit level procedures.

(6) Working knowledge of prs fr unit thru statl levels.

(7) General knowledge of ADP systems and capabilities.

(8) Baccalaureate degree (desirable).

(9) Type A medical exam must have been completed within one year prior to start of tour.

g. Each nomination must be accompanied by:

(1) Completed NGB Form 34. Amend item 8 to read mandatory removal date.

(2) Copy of updated DA Form 2-1.

(3) Copy of SF 88 and 93.

(4) Recent full length photo of nominee in Class A uniform at least 3 by 5 inches.

(5) Certificate from state AG concerning following to be included in nomination letter:

(a) Security clearance info in item 11, NGB Form 34.

(b) Mandatory removal date at item 8 of NGB Form 34.

(c) Approximate creditable service toward 20 years (AD) ret.

h. Request this announcement be given widest possible dissemination.

### PART 3 -- OPERATIONS AND TRAINING

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### PART 4 -- SUPPLY

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### PART 5 -- FISCAL AND TRANSPORTATION

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## PART 6 -- MAINTENANCE

601. TIME ACCOUNTING ON RCS-32 REPORT FOR FULL-TIME MILITARY PERSONNEL (CFTM). a. Reference message NGB-ARP-M on 092239Z Feb 79, subject: Conversion of Technician Spaces to Full Time Military (CFTM).

b. The following procedures will be used to report time accounting/work performance on the RCS-32 report for subject personnel.

(1) Work performed during the normal work week (Monday thru Friday) will be reported as technician time.

(2) Work performed during Inactive Duty Training (IDT) and Annual Training (AT) will be reported as military time.

c. In essence, time accounting for CFTM personnel will be the same as for full time technicians.

## PART 7 -- SAFETY

701. READ THE FINE PRINT. It pays to read the fine print (R.T.F.P.) such as the warnings on page B of the - 10. For example: "Do not turn on the hazard lights when you are moving in traffic. (M880 Series Veh.). The hazard flasher overrides the brake lights, and a rear end collision could result." Pay particular attention to this during convoys, and do not use the hazard lights as a signal on the lead and trail vehicles.

702. POOR HOUSEKEEPING CAUSES ACCIDENTS. a. Most employee accidents result from a workers failure to follow safe work practices and from poor housekeeping in work areas.

b. A positive approach to safety will prevent accidents. You can prevent them by:

(1) Being constantly alert in maintaining good housekeeping and careful work habits and by eliminating sloppy, careless practices and horseplay.

(2) Conducting periodic safety meetings.

(3) Keeping sidewalks and parking areas policed.

(4) Be sure to report all accidents promptly.

c. Maintain a safety record of each department and review it periodically. Such a record will reveal problem areas. For example, if half the accidents were falls caused by floor conditions and most of the falls were in the welding shop, the obvious remedy is improved housekeeping with emphasis on the welding area. If most employee accidents are cuts and strains, you need to give some training in work methods and procedures.

d. For further information on safety and accident prevention, take another look at AR 385-10 (The Army Safety Program).

703. VEHICULAR ACCIDENTS 1 JAN 79 - 31 MAR 79. Congratulations are in order for all MT ARNG vehicle operators, from 1 Jan 79 to 31 Mar 79. The safety office recieved no accident reports in regards to vehicular accidents. Taking into consideration the weather and road conditions we have experienced the past few months this is outstanding. Again congratulations and keep up the good work.

PART 8 -- FACILITIES AND SECURITY

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JOHN J. WOMACK,  
MG, MT NG  
The Adjutant General

PART 9 -- UNOFFICIAL

901. FEDERAL RECOGNITION. The following officers received Federal Recognition:

WILLIAMS, BYRON A. LTC Armor 516-34-0579	SHHD, MT ARNG	27 Sep 78
HANSON, EDWARD L. COL Armor 516030-7909	HHT 163d AC	31 Oct 78

